

JOB ANNOUNCEMENT
Posting Date 12/9/16
Legislative Research Commission
Administrative Assistant
Office of Computing and Information Technology

The Legislative Research Commission is currently accepting applications for the position of **Administrative Assistant**. The job duties and minimum requirements are as follows:

Job Duties: The job duties for this Administrative Assistant position include, but are not limited to, the following:

- Greet and assist visitors.
- Type correspondence, reports, and other confidential documents.
- Maintain daily schedules and office files.
- Organize and schedule meetings.
- Make travel arrangements when necessary and assist with reimbursements.
- Answer the telephone, take messages, and make appropriate referrals.
- Complete forms and respond to requests.
- File documents.
- Copy, scan, and fax.
- Assist in the preparation of reports and other documents.
- Organize and schedule meetings.
- Maintain office supplies and office equipment.
- Perform other duties as assigned.

Minimum Qualifications: High school diploma or GED supplemented by three years in an office setting handling multiple tasks and responsibilities.

The individual selected for this position must have a positive attitude, strong work ethic, attention to detail, and be public service oriented with the ability to maintain a good rapport with Legislators, LRC staff, state employees, and the general public. The individual must be able to work under stress, with the understanding that during legislative sessions and occasionally during interim periods, working significant amounts of overtime will be required.

This is a permanent, full-time position with benefits including health and life insurance, retirement plan, paid holidays, vacation, and sick days. Compensatory time is awarded on an hour-for-hour basis with prior approval.

Application Deadline: Applications for this position must be submitted by the close of business December 19, 2016.

All persons meeting the minimum requirements and who are interested in this position are encouraged to submit by email a cover letter, current resume, and references to: LRCresumes@lrc.ky.gov and list the job title in the email subject line. Alternatively, applicants may mail these materials to:

Joy Kiser
Acting Assistant Director for Human Resources and Professional Development
Legislative Research Commission
700 Capitol Avenue Room 64
Frankfort, KY 40601